



Swipe your MUID card in the reader and the screen shown below will appear.

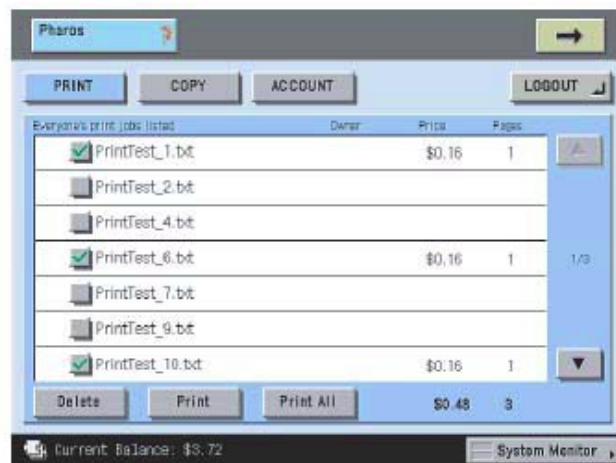


HOW TO COPY

1. Choose **Copy** on the main screen.
2. Choose your finishing options, for example number of copies, **Staple** or **Two-Sided** copies.
3. Press green **Start** button on the printer.
4. Important: Press the **LOGOUT** button.

HOW TO PRINT

1. Choose **Print** on the main screen.
2. The screen will appear with a list of your print jobs.
3. Select the jobs you want to print and press **Print** at the bottom of the screen.
4. Important: Press the **LOGOUT** button.



CHECK YOUR ACCOUNT BALANCE

1. Choose **Account** on the main screen.
2. A screen will appear with details of your PrintWise and MarquetteCash balances.
3. Important: Press the **LOGOUT** button.

HOW TO SCAN

1. Choose **Authorized Send** at the top of the main screen.
2. Enter your Marqnet user name and password for authentication.
3. The scanned copy will be e-mailed to your e-mail address. Enter additional e-mail recipients in the **To ...** text box.
4. Load documents and press the green **Start** button on the printer.
5. Important: Press the **LOGOUT** button.